



Believe Big | 11350 McCormick Road, Executive Plaza I, Suite 100, Hunt Valley, Maryland 21031
| www.BelieveBig.org

Position: Development Director

Reports to: Executive Director

Introduction

Believe Big is a non-profit Christian organization founded by Ivelisse and Jimmy Page after her battle with stage IV colon cancer. Established in 2011, Believe Big is bridging the gap between conventional and complementary medicine for those facing and fighting cancer. Believe Big provides patients with hope, help, and healing. This role requires our staff to live/work through these core values:

Faith - "We believe it before we see it."

Teamwork- "We are better together."

Integrity- "We do the right things for the right reasons."

Compassion- "We love, care and serve."

About the job

The Development Director is a strategic fundraising professional responsible for Believe Big's Operational Budget and strategic future goals growth. As a member of the leadership team, the Development Director will work closely with the Executive Director and Director of Operations to secure resources to achieve and expand Believe Big's vision in alignment with the strategic plan. The Development Director will be an innovator with the unique opportunity to create and spearhead fundraising policies and procedures, diversify funding streams, and manage relationships with the Board of Directors, staff, and key stakeholders. The Development Director will create a fundraising infrastructure to ensure the organization can respond quickly and effectively to financial objectives.

Responsibilities

- Raise funding in annual support from individuals, foundations, trusts, corporations, and government agencies.
- Create a comprehensive annual fundraising plan that articulates the strategies and actions needed to sustain a diversified base of donors and funders.
- Lead the staff in executing the annual fundraising plan including solicitations, appeals, fundraising events, grant applications, reporting, and stewardship.
- Develop a proactive planned giving strategy to influence estate and other legacy gifts.
- Cultivate and maintain relationships with all donors by responding to their inquiries, keeping them apprised if recent events with the organization and show them the progress, their donations have made possible.



- In collaboration with Creative Director, develop digital and printed materials that convey the case for support to be used by staff and volunteer leadership in the solicitation of major annual gifts.
- Prepare and submit major donor proposals.
- Prepare and submit grant applications and maintain deadlines to meet goals and reporting requirements.
- Maintain a portfolio of major donors to grow their support, and identify, cultivate, and successfully solicit new prospects and lapsed donors.
- Build, develop and maintain donor and business relationships.
- Support the Events Committee at annual fundraising events.
- Raise awareness of the organization and its primary goals through outreach efforts and regular events in the community.
- Use reports to analyze donor trends and to inform fundraising strategies.
- Ensure accurate reports and information are provided to the Executive Director and Executive Board members.
- Manage and oversee appropriate systems for timely execution of donor acknowledgments.
- Collaborate with the Director of Operations on the preparation of the annual development budget.
- Actively participate in the strategic planning and growth of the organization as a member of the leadership team.
- Build a Development team over time establishing workplans, providing the necessary training and guidance, and reviewing performance objectives and goals.
- Assist with the creation of ongoing personal learning plans.

Qualifications

- Highly motivated self-starter that demonstrates knowledge of development strategies and public relations, with 5+ years of development experience.
- Demonstrated experience creating comprehensive fundraising plans, including strategies for individual giving, major giving, institutional support, sponsorship, and events.
- Proven history of soliciting and securing five- and six-figure gifts.
- Demonstrated ability to manage a portfolio of donors with target revenue growth year-over-year.
- Exceptional written and verbal communication skills, with the ability to align donor passion with organizational programs and impact.
- Strong interpersonal skills and ability to work effectively with a wide variety of donors, partners, and stakeholders.
- Professional presence and confidence when engaging with major donors and high-level partners.

- Ability to set, manage, and achieve budgetary and revenue goals.
- Experience managing and collaborating with Board committees and leadership.
- High energy and stamina to support fundraising events, travel, and consistent relationship-building efforts.
- Demonstrated interest in, commitment to, and understanding of mission-driven work and the nonprofit sector; must fully embrace the mission and vision of Believe Big.
- Personal commitment to healthy living and holistic wellness, aligned with Believe Big's values and programming.
- Ability to maintain strict confidentiality and exercise sound judgment.
- Technical fluency with Bloomerang CRM software; experience with DonorSearch a plus.
- Willingness to learn, grow, and be coachable.
- Ability and willingness to travel as needed.

If you are interested in making a commitment to and a powerful difference in the lives of those affected by cancer, you may contact HR Director Dannielle Ellington, at dannielle@believebig.org

Job Type: Full-time-Director

Location: Remote with 20 percent travel to meet with donors and visits to home office in Hunt Valley, MD or Fort Collins, CO